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ST. HELENA PARISH SCHOOL BOARD
DISTRICT 2
354 SITMAN STREET, GREENSBURG, LA 70441

October 8, 2021

Louisiana Ethics Administration Program
P.O. Box 4368
Baton Rouge, LA 70821

RE: Advisory Opinion

Dear Board Member(s),

I write this letter to request guidance on a potential conflict, if there is one. I am a District 2 School Board member for the St. Helena Parish School Board. I have accepted an unclassified position as Deputy Assistant Superintendent for Student Well-Being for the Louisiana Department of Education. I need guidance on whether or not this is a conflict of interest and what my options are. I will not decide until I receive your response.

Please note that the attached job description is for Executive Director of Student Well-Being, but the position has been relabeled as Deputy Assistant Superintendent for Student Well-Being. The duties and responsibilities remain the same.

Thank you in advance,



Byron C. Hurst, Ed.D.

Assistant Superintendent

TANGIPAHOA
PARISH SCHOOL
SYSTEM
59656 Puleston Road, Amite, LA 70422

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Organization

Ensuring every child is on track for success after graduation, removing barriers to equity and providing educators with what they need to be at their best are among the priorities as the Louisiana Department of Education sets an ambitious course forward. Believe to Achieve: Educational Priorities serves as the Department's roadmap to improving outcomes for all Louisiana children.

Believe to Achieve includes the Department's belief statements, state data to help track progress toward Louisiana's six critical goals and the new priorities that will direct the LDOE's efforts as they work toward achieving the critical goals. Each priority outlines focus areas for the key actions and initiatives.

Because of this belief, the Louisiana Department of Education is focused on raising expectations and educational outcomes for students in five major priority areas:

- Ensure every student is on track to a professional career, college degree or service
- Remove barriers and create equitable, inclusive learning experiences for all children
- Provide the highest quality teaching and learning environment
- Develop and retain a diverse, highly-effective educator workforce
- Cultivate high-impact systems, structures and partnerships

Louisiana Believes...

- Children are our highest priority
- Families are our partners
- Educators are valued professionals
- Graduates must be ready
- Equity matters
- Choice expands opportunities
- Schools are invaluable to communities
- Our future is bright

Critical Goals

- Students enter kindergarten ready
- Students will achieve Mastery level on third-grade assessments and enter fourth grade prepared for grade-level content
- Students will achieve Mastery level on eighth-grade assessments and enter ninth grade prepared for grade-level content
- Students will graduate on time
- Graduates will graduate with a college and/or career credential
- Graduates will be eligible for a TOPS award

Background and Role

The Office of Equity, Inclusion and Opportunities leads with equity in mind by ensuring that students are provided with the support, services, resources, and school choice opportunities needed to be successful as individual students. This includes the examination of procedures, policies, and practices that have created inequitable learning environments.

The Executive Director of Student Well-Being provides strategic leadership and sets the vision for all aspects of student well-being for the LDOE. This position reports to the Assistant Superintendent of Equity, Inclusion and Opportunities and directs a team of education professionals that are responsible for administering programs and/or services within the Division of Student Well-Being.

Duties and responsibilities include, but are not limited to the following:

Student Well-Being Program Administration, Implementation, and Evaluation

- Oversees and leads all bodies of work and initiatives within the Division of Student Well-Being, which includes setting the vision and strategy around student well-being.
- Oversees and leads the development, revision, implementation, and evaluation of current and long-range plans, rules, regulations, guidelines, and policies for multiple statewide programs in accordance with federal or state laws and policies.
- Oversees and approves the design, development, pilot, and implementation of statewide strategies, guidance, resources and tools that interrupt inequity and offer opportunities for school systems to address the social, emotional, behavioral, and mental well-being of students.
- Researches educational issues, federal and state laws, and state Board of Elementary and Secondary Education (BESE) policies to develop proposed legislation impacting education.
- Analyzes data, reports and research related to student and school well-being – e.g. culture, climate, discipline and behavior interventions – in both traditional and alternative education schools to provide guidance and strategies to school systems to improve student outcomes.
- Directs the research, design, development, pilot, and implementation of statewide strategies to support student and school well-being, a major element of the state's focus to provide equity, inclusion and opportunities to all students.
- Oversees and directs the work that supports the implementation of the Trauma Response Demonstration Grant, Project AWARE, Louisiana School Social Work Expansion Grant, PBIS programs and future initiatives as needed
- Advises and makes recommendations to the Assistant Superintendent on specific issues related to student, staff, and school well-being to support the social, emotional, behavioral, and mental needs of students.
- Leads all student well-being work related to the annual Teacher Leader Summit.
- Monitors trends in student well-being policy and practice regionally and nationally, and integrates best practices and innovative approaches as appropriate.
- Oversees the development and implementation of a Student Well-Being Advisory Council.

Budgetary and Fiscal Responsibilities

- Oversees the management of all grant budgets and expenditures for the Division of Student Well-Being, ensuring financial accountability, which currently includes the following grants: Louisiana State Mental Health Support Program, Project AWARE, Trauma Grant, Louisiana School Social Work Expansion Grant, etc.
- Oversees and directs the agency funding contract/approval process for student well-being.
- Oversees the evaluation and implementation of school system plans to support student and social, emotional, mental and behavioral well-being of students in the traditional schools and alternative education sites.
- Collaborates with other LDOE staff to maintain current information about state and federal programs relative to student well-being in order to provide leadership and oversight for related services.
- Makes recommendations to the Assistant Superintendent regarding mandated and discretionary programs and budgetary matters related to the activities supported by the Division of Student Well-Being.
- Monitors and approves budgetary matters that fall within the Division of Student Well-Being.

Team Management and Other

- Advises the Assistant Superintendent of specific issues and makes recommendations related to the work supported by the Division of Student Well-Being.

- Establishes key annual priorities related to the Division of Student Well-Being within the Department's annual operating cycle.
- Directs a team of educational professionals to effectively administer, monitor and oversee all student well-being programs and initiatives.
- Supervises and manages special projects and initiatives and support for all related activities.
- Develops, executes and maintains weekly and/or biweekly team meetings, individual check-ins and additional support structures to build team capacity, direct and support current and future work, and create a positive team environment.
- Regularly seeks and provides feedback to increase effectiveness, performance and overall success of the Student Well-Being team.
- Evaluates performance and ensures skills of subordinates, counsels subordinate employees, recommends disciplinary action where appropriate, trains employees in performance of job duties, assigns and reviews completed projects of staff, and ensures overall performance of the division.
- Recruits, interviews, and recommends approval for hiring personnel and evaluates performance of personnel.
- Approves subordinates' time and attendance, provides training, reviews work products and evaluates performance, ensures that the work is completed timely, provides counsel and guidance as needed with the performance of the assigned duties and responsibilities, and recommends disciplinary action when necessary.
- Represents the Department and participates in meetings, conferences, and workshops at the local, state, and national level.
- Reviews, advises, and assists with managing current and long-range goals of the Division of Student Well-Being.
- Represents the Assistant Superintendent in meetings regarding key departmental policies related to student well-being.
- Performs all other duties and/or special projects as assigned by the EIO Chief of Staff and/or Assistant Superintendent.

Desired Qualifications

A successful candidate for this role is an experienced administrator with a demonstrated track record of success in leading and managing teams toward increased outcomes for students and schools. This candidate shall have deep experience as a collaborative team leader with the ability to directly manage and support a team of education professionals while simultaneously developing and leveraging cross-team relationships to improve internal processes, embed interagency support structures and create shared responsibility for the successful administration of all Student Well-Being (SWB) programs and initiatives. This candidate is a solutions oriented, systems-level thinker that thrives on process improvement, is comfortable with ambiguity and is highly skilled in removing barriers to accomplish stated goals and objectives. This role requires a transformational leader.

Location

This position is located in Baton Rouge, Louisiana, and candidates are expected to reside within Louisiana and regularly report to the Claiborne Building.

Terms of Employment

The Executive Director of Student Well-Being is an unclassified position that reports directly to and serves at the pleasure of the Assistant Superintendent of Equity, Inclusion and Opportunities. Salary will be commensurate with qualifications and experience.

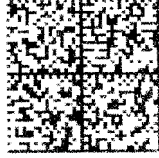
Byron C. Hurst, Ed.D.
Assistant Superintendent

**TANGIPAHOA
PARISH**
596666 Pulestern Road, Amitee, LA 70422

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Louisiana Ethics Administration Program
P.O. Box 4368
Baton Rouge, LA 70821

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